

**INSTRUCTIONS for
10% Set-Aside Activities**

A. ACTIVITY DESCRIPTION

Complete one set of forms for EACH proposed 10% set-aside activity.

1. Please indicate which activity you are applying for.

10% Set-Aside: Applicants must document and demonstrate that each proposed activity is CDBG-eligible, one of the allowed activities stated in the NOFA, and meets the national objective of principally benefiting low income persons/households (targeted income group benefit) or serves to eliminate slums or blight in targeted areas. Each national objective has its own set of instructions and application page(s) to be completed. There is no limit on the number of activities you can propose under the 10% set-aside. All activities proposed under the two different national objectives must be completed within the term of the grant contract and all funds (CDBG and any local program income committed) must be spent prior to contract expiration date.

Any proposed 10% set-aside activity(ies) will NOT be competitively rated.

The following expenditures are not allowable under the 10% set-aside:

1) General Administration; 2) Planning Studies; 3) Activity Delivery for another activity

2. Provide a narrative description of the proposed CDBG-eligible activity with full scope of work and budget.

B. TARGETED INCOME GROUP (TIG) BENEFIT

1. Identify the percentage of households benefiting from the proposed activity who are TIG households.
2. Identify how the TIG percentage was determined. Check all that apply.

Note: You are not required to have done a survey to establish benefit under this activity, but if you did do a survey, attach a copy of the survey instrument and the survey results.

3. If you indicated that a survey was done, please complete the attached chart providing survey information.

Please refer to Appendix A for guidance on conducting surveys.

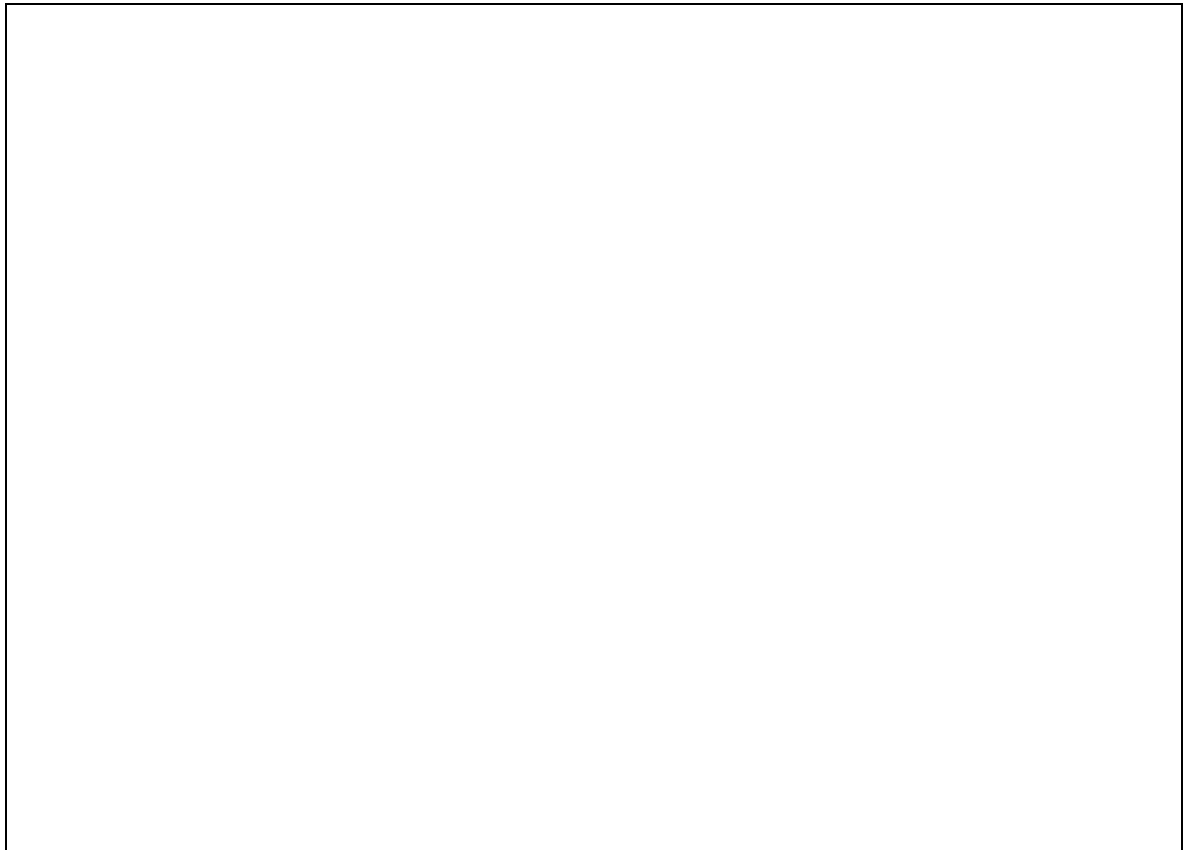
ACTIVITY DESCRIPTION
10% Set-Aside Activity

A. ACTIVITY DESCRIPTION

1. What activity are you proposing?

_____ Planning Activity (for Colonias ONLY) – Identify Colonia(s): - _____

2. Describe the eligible CDBG activity.



TIG BENEFIT
10% Set-Aside Activity

B. TARGETED INCOME GROUP (TIG) BENEFIT

1. Enter the percentage of households benefiting from this proposed activity who are TIG households. _____%

2. How was the TIG percentage determined?

_____ Income Restriction

_____ Income survey of EXISTING beneficiaries. (attach survey & results)

_____ Income survey of POTENTIAL beneficiaries. (attach survey & results)

_____ Census Data

_____ Other: Explain: - _____

3. If you did a survey, you are required to submit a copy of the survey instrument and a summary of the results.

Indicate the page number where this documentation is provided: **PAGE:** _____

Survey Date:	
Total # of existing beneficiaries: (<u>Universe</u>)	
Households? OR Persons	
How many were surveyed?	
How many responses were required per survey methodology shown in Appendix A?	
Total number of responses RECEIVED:	
<i>Number of TIG responses:</i>	
<i>Number of Non-TIG responses:</i>	